



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>DEPUTY ASSISTANT DIRECTOR (EXE-LEVEL)</b>
3	<b>Posting Number</b>	<b>PN# 104646</b>
4	<b>Department</b>	<b>Department of Public Works &amp; Engineering</b>
5	<b>Division</b>	<b>Resource Management Division</b>
6	<b>Section</b>	<b>Utility Customer Service</b>
7	<b>Reporting Location</b>	<b>2700 Dalton</b>
8	<b>Workdays &amp; Hours</b>	<b>M-F 7:00 a.m.-4:00 p.m.*</b>
		<b>*Subject to change</b>

9    **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs managers in the coordination, implementation, administration and operation of the Field Operations Section, which includes AMR System maintenance; service connects and disconnects; meter replacement; new tap inspections; Advantage warehouse operations; water meters reading (manual & AMR); meter repair, testing & calibration; and account investigations. Work is substantially complex and varied and requires the interpretation of data where answers can be found only after careful analysis of several facts. Manages and directs field operations personnel, work guidelines, and schedules. Coordinates the preparation, implementation and monitoring of the budget and expenditures. May act as a liaison to other departments, government agencies and the private sector.

10    **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, lifting, etc.

11    **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s Degree in Business Administration, Public Administration or closely related field

12    **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of related experience is required, with at least three (3) of those years in a management capacity. A Master’s Degree in Business Administration, Public Administration or closely related field may be substituted for two (2) years of experience.

13    **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14    **PREFERENCES**

Candidates with including planning work, scheduling crews, redeploying manpower to meet dynamic priorities, overseeing field investigations, managing service interruptions/disconnections, protecting and maintaining assets such as metering systems, etc., extensive training or experience in problem solving and demonstrated ability to develop strong, cohesive teams and lead them through changing work environment will be given preference. The successful candidate will also have experience and proven skills in project management and problem analysis and solution.

15    **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16    **SAFETY IMPACT POSITION**

☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17    **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 30</u>	
\$2,403 – \$3,210	Biweekly	\$62,478 - \$83,460    Annually

18    **OPENING DATE**

June 1, 2005

19    **CLOSING DATE**

Open Until Filled

20    **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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